



State of Montana
DEPARTMENT OF CORRECTIONS
SAMPLE FORMAT FOR CALCULATING
FACILITY SHIFT RELIEF FACTORS

Shift Relief Factor (SRF)		7-Day SRF	5-Day SRF
a.	Number of days per year the facility is closed (i.e., no services are offered)		
b.	Number of facility work days per year (365 - a)		
c.	Number of regular days off per employee per year		
d.	Number of vacation days off per employee per year (actual)		
e.	Number of holiday days off per employee per year (actual)		
f.	Number of sick days off per employee per year (actual)		
g.	Number of other days off per employee per year for other leave taken (actual), military leave, leave without pay, suspension with or without pay taken, workers' compensation time taken, special assignments, ETO days off and other leave		
h.	Number of mandatory or scheduled training days off per year per employee		
i.	New staff training days off per year with recruitment and turnover time associated with hiring new staff		
j.	Total number of days off per employee per year (c + d + e + f + g + h + i)		
k.	Number of actual work days per employee per year (b - j)		
l.	Meals and breaks relieved (.125 down time factor X k (based on one hour time away from work with 30 minutes for meals and two 15 minute breaks per shift		
m.	Actual work days per year (k - l)		
n.	Shift Relief Factor (b / m)		